

Job Title:	Court Security Officer
Department:	District Court
Supervisor:	Chief Court Security Officer and District Judge
Supervision Exercised:	None
Salary Grade:	10
Exempt Status:	Non-Exempt
Last Revision:	August 30, 2019

JOB SCOPE

SUMMARY: Under general supervision, this position provides armed court security and armed bailiff services for Bonner County. Maintains the safety, security, neutrality, integrity and confidentiality of the court system; and maintains the safety of all who use county facilities. Prevents potentially life-threatening activities directed toward judges, court personnel, jurors, witnesses, defendants, prisoners and the general public. Maintains order in the courtrooms, administration buildings and common areas. The Court Security Officers (CSOs) also operate and staff Bonner County's drug testing program.

OTHER INFORMATION: CSOs are required to escort a large number of prisoners from a secure holding facility to courtrooms, thus, exposing themselves and the inmates to outside threats and non-secure areas. These transport routes are open to the public and often include family members/potential enemies of the inmate. Every prisoner escort is high-risk under these conditions. CSOs are required to perform "fresh arrests" (warrants/contempt) by order of the presiding judge, often in non-secure public areas. CSOs must have a complete understanding of all County department locations, building layouts, emergency exits and emergency protocol in order to facilitate the transport of prisoners, assist jurors and members of the public, and to respond to emergency situations, evacuations or hostile encounters.

ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities, which are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Prepares court and jury deliberating rooms with proper supplies. Attends court sessions, to include the opening and closing of court.
2. Moves court documents and evidence to and from judges, attorneys, witnesses, and others, as directed.
3. Records and provides all necessary paperwork to Sheriff's transport officers regarding inmate dispositions. Takes persons into custody upon direction of presiding judge.
4. Initializes all video link and phone hearings, including video link for daily first appearances.
5. Provides armed escort of in-custody defendants through non-secure public areas and heavily populated public hallways from Sheriff's holding facility to courtroom on a daily basis.
6. Acts as first responder for fire alarms, emergency evacuations, bomb threats, and acts of violence on County grounds.
7. Exercises responsibility for jurors' safety and comfort during the evacuation process.
8. Supervises in-custody inmates, including juveniles, charged with violent and non-violent crimes during court proceedings; prevents physical contact associated with in-custody defendants/witnesses. Coordinates with Juvenile Detention in the transport of juvenile prisoners.
9. Performs body searches for weapons and contraband and maintains chain of custody for items admitted into evidence in court, turning them over to evidence custodian.

10. Guards and supervises in-custody defendants in court hold facility (fresh arrests) or in absence of Court Detention Officer.
11. Performs daily inspections, searches of courtrooms, judicial chambers, jury rooms, restrooms, restricted areas and grounds to assure all areas are clear of weapons, drugs and explosive devices.
12. Performs daily drug testing of Drug Court participants and persons ordered by the court to test as a condition of bond. Persons tested may have sexually transmitted diseases, such as AIDS or Herpes, or infectious or communicable diseases, e.g., Hepatitis. Must be able to distinguish between a valid sample and one that has been altered or diluted.
13. Performs armed safety escorts in high-risk volatile situations of litigants, jurors, judges and staff members outside of secure facilities to various locations on and off County property.
14. Assists Jury Commissioner with jurors and jury trials. Must adhere to all Idaho juror guidelines, as outlined in Idaho Code Title 2 and as directed by Jury Commissioner. Subject to sworn oath to protect jury and to safeguard jurors from outside influences.
15. Obtains commitment orders and signatures of judges for defendants who are sentenced to confinement while simultaneously guarding a high number of prisoners and public court attendees. Required to maintain confidentiality of prisoner custody status during all in-custody jury trials.
16. Exercises responsibility for security and presence of jurors during the trial period; arranges for juror meals during trials; answers all juror questions and solves all juror problems as efficiently as possible. Ability to follow directions and a vast array of judicial orders.
17. Prepares courtrooms appropriate for the type of hearing scheduled, e.g., jury trial, custody hearings, traffic court, etc.
18. Supervises participants during evening Drug Court. Takes participants into custody per direction of Drug Court judge.
19. Assists in the evacuation of all staff/jurors to evacuation center and evacuates public and directs them to safe location in order to "clear" facility.

SECONDARY FUNCTIONS

1. Operates magnetometer and X-ray machine and conducts front door security, as needed.
2. Escorts jurors to crime scene or other jury views when directed by presiding judge. Maintains the safety of jurors, judge, litigants during views.
3. Escorts sequestered jurors to hotel and remains at hotel during period of sequestration; provides for the safety and security of said jurors, handling all nutrition, medical, hygiene requests.
4. Serves as a public information source for persons using court facilities, responding to inquiries and giving directions in a professional and respectful manner.
5. Performs a wide variety of related duties to help the judge accomplish the work of the court.

JOB SPECIFICATIONS

1. High school diploma or general education degree (GED) and a minimum of two years related experience and/or training in law enforcement, probation, or criminal justice.
2. First Aid card and CPR certification.
3. Must successfully pass department standards for duty weapon qualifications.
4. Ability to use a personal computer and associated peripherals, Microsoft Windows 2000 or higher, Microsoft Office XP or higher, databases specific to the County, the court's electronic case management system, SPILLMAN, Internet, Microsoft Outlook and/or Gmail.
5. Must have the ability to use handcuffs, pepper spray, Taser device, X-ray screening machine, magnetometer, hand wand and two-way radio. Proficient in the use of duty weapon, handcuffs, leg restraints, belly chains, pepper spray and Taser device.

6. Must have confrontation/conflict management skills sufficient to deal with angry jurors and the public, including courtroom eruptions and crowd control in courtrooms.
7. Must be skilled in verbal communication and making oneself clearly understandable at all times.
8. Ability to maintain a professional image and demeanor sufficient to facilitate the direction of jurors and members of the public.
9. Ability to communicate effectively both verbally and in writing.
10. Ability to deal firmly and courteously with the public.
11. Ability to remain alert at all times and to react quickly and calmly in emergency situations.
12. Ability to maintain proper order in a courtroom.
13. Ability to maintain high levels of confidentiality.
14. Ability to understand and follow verbal and written directions.
15. Ability to keep accurate records.
16. Ability to obtain the cooperation of others.

WORKING CONDITIONS

The physical demands and the work environment described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the functions of the job. Reasonable accommodations may be made.

While performing the duties of this job, the employee is regularly required to walk, sit and use hands to finger, handle, feel, or reach from the floor to overhead while holding a handheld wand (detector.) The employee must occasionally lift and/or move more than 50 pounds with or without assistance, and with or without the aid of equipment and/or devices designed to assist in the lifting effort.

Must exert force when necessary to keep out, control, and detain violent/aggressive subjects attempting unauthorized entry. May also include hand combat in order to control offender, protect self, jurors, staff, judges and/or members of the public. May be required to singly lift/control/restrain/handcuff individuals of many different sizes, up to and including well in excess of 200 pounds. Must be willing to use deadly force and/or sacrifice life and limb in order to protect the judiciary, public, jurors and staff members.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The employee is regularly exposed to bodily fluids, fumes, airborne particles, blood borne pathogens, germs, bacteria, and viruses through contact with inmates, the public, jurors and persons being drug tested.

Working conditions include being subject to exposure to potentially violent, disruptive or angry persons, and working with high-risk individuals (i.e. former felons, indigents, etc.). Verbal abuse by angry potential jurors is a frequent occurrence.

The noise level in the work environment is or may be moderate, but could be loud in the event of a fire alarm and live fire drills, or on the shooting range and other specialized firearms training. Required to withstand deafening fire alarm volume without hearing protection for the duration of an evacuation and building search. Exposed to loud noise generated by two-way radios.

Exposed to potentially high levels of radiation exposure emitted by X-ray screening machines. Minimal amount on a daily basis (within Health and Welfare Department laboratory safety guidelines) Radiological assessment/certification required yearly.